

Memorandum of Agreement between

And

Three Rivers Area Health Education Center

This agreement between the _____ and Three Rivers Area Health Education Center (AHEC) defines the terms of collaboration for the purpose of managing continuing education units (CE credits) for the _____ Conference scheduled for _____. This agreement will be effective from the date of execution and will terminate with the submission of the final report of the conference evaluations following the close of the conference in _____. Regarding approval for CE credits, AHEC does not guarantee that all program sessions will qualify for CE credits.

AHEC agrees to:

- Participate in all meetings as deemed necessary by the _____ planning committee and to provide information to this committee necessary for application to the various disciplines for CE credits;
- Prepare the required forms for completion by all presenters whose presentations will be included in the application for CE credits;
- Coordinate and submit all documents required to the appropriate credentialing organizations for the application of CE credits (approval of sessions/applications for CE is at the discretion of the credentialing organizations); send letter of invitation to potential vendors and sponsors from listed supplied by _____.
- Provide staff on-site during the 4-day conference as required by credentialing organizations to attest to the attendees' presence at the portions of the program that qualify for CE credits;
- Submit a final report to _____ summarizing the evaluation results for documentation and future planning;
- Development and distribution of save-the-date card and brochure for marketing conference via USPS;
- Coordination and preparation of participant packets to include agenda and speaker presentations
- Coordination with conference facility for general meeting rooms and break-out session rooms (does not include facility or food costs);
- Coordination of participant registration process, collection of registration and sponsorship fees;
- Participation in post-conference evaluation of conference.

_____ agrees to:

- Arrange for the instructional faculty and topics for the educational portion of the conference;
- Submit to AHEC no later than sixty (60) days prior to the conference date, the forms necessary from each speaker as required by the credentialing organizations for the AHEC to honor this agreement;
- Compensate AHEC in the amount of _____ for CE expenses incurred to coordinate program including CE, registration, and onsite support. The following payment schedule will be used: 50% of the total agreement amount _____) upon execution of the agreement (non refundable) with the balance amount of _____) deducted from the conference proceeds (i.e. registration/exhibitor fees); all surpluses from conference belong to _____.
- Compensate AHEC for cost associated with production of proceedings booklet to be distributed to participants at the annual meeting.

_____ and AHEC mutually agree:

- To analyze the participants' evaluations of the conference content, faculty, and physical facilities to determine if the objectives were met and evaluate opportunities for future collaborations;
- That in the event of cancellation of this conference for any reason, all necessary expenses incurred shall be borne by _____ (the decision to cancel the conference shall be made by _____); and
- To participate in a post-conference evaluation of the mutual relationship between _____ and AHEC within thirty days from end of conference.

In Witness Whereof, the parties have hereunto set their hands on the day and date shown below.

For _____

For AHEC:

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date